

POSTING DATE: July 23,

CLOSING DATE: August 7, 2006

VACANCY NOTICE

THE DEPARTMENT OF SOCIAL SERVICE IS PRESENTLY RECRUITING FOR ONE (1) HEALTH CARE ACTUARY IN THE DIVISION OF FINANCIAL MANAGEMENT AND ANALYSIS, ACTUARIAL AND ANALYTICAL SUPPORT UNIT (PCN # 84703)

POSITION: Health Care Actuary

BARGAINING UNIT: MP- 69 (Managerial)

HOURS OF WORK: Monday Thru Friday (40) hours

SALARY: \$90,232 - \$115,741 (annual)

LOCATION: Division of Financial Management and Analysis
Actuarial and Analytical Support Unit
Central Office
25 Sigourney Street
Hartford, CT 06106

Duties/Responsibilities: Manages the activities of the staff and operations of the Actuarial and Analytical Support Unit, a staff of seven (7) responsible for actuarial and analytical work which centers on health care services provided through the Department's Medical Assistance Programs as well as other DSS related Social Services programs. Develops and/or assists in the development of policies; interprets and administers laws pertaining to the unit; conducts analytical studies of health care and other related DSS Social Service programs. Reviews rating plans, rates, and self insurance programs; evaluates requests received for changes in rates and rating plans; makes recommendations to improve rating plans and techniques. Conducts and reviews required periodic financial submissions of contractors; develops actuarially sound capitation methodology for full and partial risk based programs; develops trend lines for services in future periods. Reviews insurance and health care reserves, which include asset adequacy and cash flow testing; reviews reinsurance agreements; advises executive staff and chief fiscal administrator on actuarial matters; prepares comprehensive reports containing findings and recommendations. Develops financial analysis for federal review of Department programs, federal waivers, and other reports required to monitor and support federal and state regulatory requirements.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of the relevant federal and state laws and regulations; considerable knowledge of actuarial principles, standards and methods; considerable knowledge of federal and state administered health care and related social services programs; knowledge of federal waiver and demonstration process; knowledge of health care regulation methods; knowledge of relevant health care coverage, rates, rating plans and special programs; knowledge of insurance and health care industry financial statements; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of experience as an actuary with an insurance or health care company, state or federal health care regulatory agency; state Medicaid agency, Managed Care Organization or as a consulting actuary.

Special Experience: Two (2) years of the General Experience must have included experience setting risk-based rates and/or reserves for insurance companies, health care organizations or health care centers.

Substitutions Allowed:

1. College training in mathematics or statistics may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.
2. A Master's degree in mathematics or statistics or a related field may be substituted for one (1) additional year of the General Experience.

Special Requirements:

An Associate membership, by examination, in a relevant actuarial society. For Life and Health area, membership in the Society of Actuaries is required.

APPLICATION PROCEDURE: Interested candidates should forward an "Application for Examination or Employment" (Form PLD-1) to:

Maria Taylor, Personnel Officer
Department of Social Services
Human Resources Division 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106-0533
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY August 7, 2006 CLOSE OF BUSINESS.

Application forms are available at: www.das.state.ct.us/exam